Approved For Release 2005/08/03 : CIA-RDP80B01495R001100020031-7

To Professional Analysts in the Directorate of Intelligence:

The Deputy Director for Intelligence wishes to compile an up-to-date inventory of the substantive skills and knowledge represented by the professional personnel assigned to the Directorate. This data would be of value, inter alia, for selecting personnel to meet various crisis and contingency situations, as well as for more normal assignments and reassignments. It is requested, therefore, that you complete the attached questionnaire, bearing in mind that we are concerned with substantive skills, experience and knowledge, and not with the administrative details of previous assignments or positions.

Name

Age

Sex

Current Assignment (job title, substantive field, and grade)

Education (major fields, degrees, training courses)

Work Experience (by substantive field and grade, not by job title)

Other Acquired Skills and Knowledge

Foreign Travel and Residence

Languages and Proficiency

Publications

Professional Societies

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MEMORANDUM FOR: Mr. Boreı With regard to the proposed personnel questionnaire, I would suggest a very simple format, along the lines of the attached. I think our analysts are sufficiently sophisticated to supply the desired information without the necessity for spelling it out in elaborate detail. 28 July 1965 (DATE) FORM NO. REPLACES FORM 10-101 1 AUG 54 101 WHICH MAY BE USED.

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